



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 58th Transportation Battalion
3rd Chemical Brigade
451 Colorado Avenue, Unit 8
FORT LEONARD WOOD, MISSOURI 65473

ATSN-CBC

14 July 2005

MEMORANDUM FOR Personnel Concerned

SUBJECT: Policy Letter #8, Pick-up of Detained Personnel On/Off Post

1. When a member of this battalion is being detained by the military police or civilian authorities, it is the duty of the soldier's chain of command to react in a timely manner to pick-up the soldier when available for release.
2. The company commander, unit 1SG or designated representative will personally pick-up the detained soldier. I must personally approve any waiver to this policy.
3. Once the soldier is picked up from the MP station, it is imperative that all pertinent information be given to the Battalion SDNCO and the soldier's Duty Drill (as appropriate) for their logs. The SDNCO entry or subsequent entries should also include specific actions taken with the soldier upon their return to unit area.
4. The Unit Cdr or 1SG will notify me immediately when any Battalion soldier is detained by the Military Police or civilian authorities. The Battalion SDNCO will also ensure the Battalion Command Sergeant Major has been notified.
5. Serious incidents will be reported IAW Battalion Policy Letter #9, Reporting of Serious Incidents, dated 23 Jan 2004.
5. This letter supersedes Policy Letter #8, dated 7 August 2003.

Robert T. Hixon
LTC, TC
Commanding